



Republic of the Philippines
Province of Pampanga

Bids and Awards Committee

Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

DEC 20 2024

RFQ No. **241296**

P.R. No. / Date / End User / Purpose:

(24-6273 12/18/2024 PPDO For the supply and delivery of office appliances and furnishings to support workplace needs)

REQUEST FOR QUOTATION

Small Value Procurement

Company Name: _____
Address: _____
Tel. No.: _____

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than **4:00 p.m. DEC 26 2024**

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 56,240.00

FRANCIS V. MASLOG
CHAIRPERSON
Bids and Awards Committee

TERMS AND CONDITIONS

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration and latest quarterly return or percentage tax..
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	1	pc.	Whiteboard with Stand Type: Whiteboard double face, with frame, with stand and roller Design: Double face with aluminum frame, with metal stand and lockable roller Material: Magnetic steel surface, aluminum frame, metal stand, lockable castor wheels Texture: Magnetic, dry, smooth, stain resistant easy erase board surface Color: Glossy bright white Dimension: at least 200 cm x 120 cm		
2	1	pc.	Rolling TV Stand Mounting Type: Floor Standing with lockable caster wheels Height-adjustable Material: Alloy Steel TV Compatibility Size: Max 85 Inches Color: Black		
3	20	pc.	Trash bin Max capacity: 15L Color: Black Material: Heavy duty Plastic Type: Foot Pedal or Step on		
4	1	pc.	Refrigerator No. of Doors: 2 Volume Capacity: at least 7.2. cu. ft Freezer Technology: No Frost Net weight: Max 50kg Preferred color: White/Black/Grey/Dark Graphite		

		Unit	Item Description	Unit Price	Total Price
5	1	pc.	Microwave Max capacity: 20L with Defrost Function Preferred color: White/Black		
6	1	pc.	Drip Coffee Maker Capacity: Minimum of 12 cups Glass Pitcher Keep hot/re-heat feature Water level scale/indicator Auto-drip feature Preferred color: Black		
			TERMS OF REFERENCE: 1. Printed document/material with the brand, model or specifications of the item/s being offered must be attached together with quotation. 2. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the items being offered by the prospective supplier/s. AFTER-SALES SERVICE: 1. At least one (1) year warranty on parts and service applies to Items No. 4, 5, and 6. 2. Replacement of defective items within 24 hours upon notification by the end-user. SCHEDULE OF REQUIREMENTS: Delivery within Ten (10) calendar days upon receipt of NOA/PO		
Total Lot Price					

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

 Supplier's authorized representative signature over printed name

Designation: _____

Contact No.: _____

Email Address.: _____

 BAC CANVASSER

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